


 ST. JOHN AMBULANCE OF MALAYSIA, NORTH EAST AREA, STATE OF PENANG STANDARD OPERATING PROCEDURES				
SOP. No. :	NEA-SOP-CADET-001	Rev. No. :	00	Page : 1 of 1
SOP Title :	AWARDS REVIEW COMMITTEE			

APPROVAL:

Group	Originator	Area Superintendent	Deputy Area Commander	Area Commander	Date Release
Name & Signature	 LEONG KHAI SHEONG	 ONG TEONG ENG	NA	 DR. LEE TOONG CHOW	31 Jan 2017

1.0 Objective:

To provide a standard guideline for the Area Award Review Committee

2.0 Committee Member:

- Deputy Area Commander
- Area Superintendent (Operations)
- Area Hon. Secretary
- Area Staff Officer (Cadets)

3.0 Task / Job Scope:

- To process all cadet award application
- To send out notification for applications
- To receive, validate and propose successful award application to Area Commander for final approval
- To issue award badge and certificates

4.0 Procedure

- An Area Award Committee will be formed to process for all awards application. Validation and processing shall be completed within 2 months upon received.
- Upon received for all application documents, Area Staff Officer (Cadets) call a meeting to review all applications and segregate out those that are qualified and not qualified applications.
- Once completed, qualified application/s shall submit to Area Commander for final approval.
- After final approval, the committee shall process for badge and certificate issuance.
- Area Commander shall notify to division for the application result through usual communication channel.

5.0 Repeal

This standard procedure supersedes any similar procedure introduced by the Headquarter prior to its implementation date.

6.0 General

The Headquarter reserve the rights to amend, vary, withdraw, impose, add, cancel any of the terms and conditions of this procedure at any time. Each application shall be considered on its own merit. The Headquarter reserves all rights not to approve an application to eligible candidates for whatsoever reason without assigning any reasons to the eligible candidate

7.0 Form : N/A